WEEKLY AND DAILY SCHEDULING OF WORK AND HOLIDAY OBSERVANCES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This supplement applies to all activities serviced by the 377th Mission Support Squadron Civilian Personnel Office.

AFI 36-807, 22 March 1994, is supplemented as follows:

2.3. The days and hours of the administrative workweek on Kirtland Air Force Base (KAFB) are published in KAFB Instruction 36-802, Regular Hours of Duty.

3.2.2. (Added) Changes in daily hours for beginning and ending work and the establishment of uncommon tours of duty affecting more than 25 employees require prior approval from the Commander, 377th Air Base Wing. Changes affecting 25 or fewer employees of the 377th Air Base Wing (ABW) may be approved by commanders, chiefs or other managers who report directly to the wing commander. Commanders of associate organizations may approve changes for their organizations.

4.2.1. (Added) Bargaining unit employees must be informed in advance of all changes in work schedules in accordance with the provisions of the Labor-Management Agreement.

4.5.2. (Added) Supervisors must adhere to applicable Labor Management Agreements if they contain provisions for make ready and clean-up time.

5.1.1. In the 377 ABW approval of holiday premium pay is delegated to squadron commanders or equivalent with the coordination of the squadron resource advisor (RA). Commanders of associate organizations or their designees are authorized to approve holiday premium pay.

JAMES R. REYNOLDS,
SMSgt, USAF
Chief, Base Information Management